



State of Montana Project Management Office

Project Concept Phase

Project Charter Instructions

The **Project Charter Instructions** provide detailed direction for completing this template.

To create a deliverable from this template:

1. Replace [bracketed text] on the cover page with your project and agency information.
2. Replace [bracketed text] in the tool header area at the top of page i (Contents page) with the same project and agency information as on the cover page.
3. Note: Please do not remove or modify content in the footer area.
4. Complete the entire template. Each section contains instructions, shown in italics, and a content area. Relevant text from other project deliverables may be pasted into content areas.
5. Note: Please do not remove the italicized instructions.
6. Update the table of contents by right-clicking and selecting "Update Field," then "Update entire table".

Administrative Information

Revision	Author	Date	Sections Affected	Change Summary
1.0		1/2/2009		

Current Version	1.0
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